

Blue Lagoon Christian Camp and Conference Centre



GENERAL

Risk Management Plan



ASSESSING THE LEVEL OF RISK

Once risks are identified, they are evaluated on a 2 dimensional matrix using a qualitative rating of the likelihood of the event occurring and the scale of the possible consequences. When risks have been identified, they are analysed by combining the consequences and likelihood to produce a level of risk. This form of evaluation provides a good graphical representation of how serious the risk is or where it lies within a group of risks. The risk analysis provides information critical to determining what risks need to be treated and what risks are accepted.

The following matrices have been utilised for the assessment process;

Table 1. Primary Risk Category. (the primary risk is the most immediate or likely risk).

Risks may technically fall under several categories eg. A student who has their leg trapped under a falling mast on a sailboard may suffer a physical injury (primary Risk), such as a broken leg, however there may be legal action at some point in the future (secondary risk).

Table 1: Likelihood Matrix

Level	Descriptor	More Detail
A	Almost certain	Will occur. Expect frequent/regular occurrences.
B	Likely	The event will probably occur more than once
C	Possible	The event might occur at some time
D	Unlikely	The event is not expected to occur
E	Rare	The event may occur only in highly exceptional circumstances

Table 2: Consequence Matrix – relate to the *most probable* outcome.

Eg. A fall from a windsurfer is most likely to result in **no or minimal injury and therefore be rated as 1-2 ie. insignificant/minor.**

Level	Descriptor	More Detail	Injuries	Potential Operational Impact
1	Insignificant	Low Impact, no injuries/damage, low profile.	None	Student still able to participate. Little impact <30min
2	Minor	Minor Injuries/damage sustained. Low impact, possible public embarrassment.	First Aid Treatment	Student able to participate after treatment. Low impact <30min
3	Moderate	Significant injuries/damage sustained. Public embarrassment possible.	Medical Assistance Required	Student unable to continue with activity. Instructor impact whilst treatment given.
4	Major	Extensive injuries/damage sustained. Loss of instructional capabilities, public embarrassment, 3 rd party action, high news impact	Extensive Injuries. Medical Treatment	Loss of instructor/s whilst treatment/medical aid given. Extended rehabilitation of injury/damage repair.
5	Catastrophic	Public embarrassment, 3 rd party action, high news and media impact.	Deaths	Loss of instructor/s, closure of centre whilst investigation conducted.

Table 3: Level of Risk – consideration of both likelihood and consequence.

		Consequence				
		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	A Almost Certain	High	High	Extreme	Extreme	Extreme
	B Likely	Medium	High	High	Extreme	Extreme
	C Possible	Low	Medium	High	Extreme	Extreme
	D Unlikely	Low	Low	Medium	High	Extreme
	E Rare	Low	Low	Low	High	High

Important Note: Following the identification and implementation of risk management control measures it is assumed that all Risk Descriptions will be reconsidered as having a “low risk” factor. If the re-assessed level of risk remains at “Extreme” or “High” following implementation of control measures serious consideration should be given to not proceeding with this activity. Risk vs Reward for this specific activity should be carefully considered!!

Table 4 : Risk Register/Risk Management

Compiled by:.....

GENERAL VENUE

Risk description. What and how can it happen	Likelihood <small>(Refer Table 1)</small>	Consequence <small>(Refer Table 2)</small>	Level of Risk <small>(Refer Table 3)</small>	Management. Including existing Control measures to eliminate or reduce the risk. Note: Once the risk management measures listed below are followed all risks described in column 2 will be reconsidered as having a "Low Level of Risk".
Site uninsured	E	5	High	The campsite maintains Public Liability insurance. Certificate of Currency provided on request.
Injury due to OH&S issue	C	3	High	The campsite is committed to monitoring OH&S issues Construction is undertaken by qualified staff/contractors and any helpers are supervised.
Slip/trip hazards while moving around the grounds	B	3	High	Verbal warning of known issues (gravel driveways, steps) Adequate lighting provided Visibility strips on problem areas
Being struck by a vehicle	E	5	High	Vehicles are to adhere to a speed limit of 10km/h while on site. Staff are to be present when vehicles are moving throughout the site to ensure campers and clients are out of the way. Delivery vehicles are not to come beyond the carpark When off site, groups are to be supervised by an adult when crossing roads and walking beside roads.
Injury due to access to maintenance equipment, chemicals or tools	D	3	Medium	Tools, chemicals and equipment to be stored appropriately away from camper/client access Tools and equipment are not left unsupervised when being used Chemicals stored safely with MDSS Sheets
Burn from hot water urn	C	3	High	Dining room access is limited Urn must be operated by an adult or supervised by one where campers are permitted use Signage to advise of danger
Chairs/tables/equipment falling	D	2	Low	Chairs in dining room not to be stacked more than 10 high Chairs in Bay Room to be placed in stacks of 5 Tables to be stacked out of the way Any equipment used must be checked to be secure so it will not fall
Electrocution from electrical equipment	D	4	High	All electrical equipment is tested and tagged and maintained
Faulty activity equipment causes injury	C	2	Medium	All equipment checked and maintained Any fixed equipment is compliant with local regulations Soft fall is placed around equipment Briefing given on correct use of equipment and activity areas.
Falling tree branches	D	4	High	Gardens and trees are maintained to ensure that risk of dropping limbs is greatly reduced. Trees are trimmed and assessed by trained arborists.
Fall from activity equipment	B	2	High	Refer to activity specific RMPs and SOPs Adult supervision advised Softfall around activity areas
Injury from activity specific equipment	C	2	Medium	Equipment from supervised activities to be packed away or access restricted to area when not in use. Only staff trained/qualified to run activities should be permitted to do so See specific activity SOPs
Burn from wood fire	C	3	High	Only BL staff to tend fires onsite Barriers/hearth areas to define zone that should be avoided to reduce close contact with fire box.

Food related incident due to allergy, religion or incorrect handling/ storage of food	C	3	High	Information obtained identifying food allergies & special dietary needs and other health related issues. Centre advises defined dietary categories. Centre advises where participant will need to supply own food. Summary of dietary requirements supplied to Group Leader for verification. Campsite proactively manages all aspects of food safety & hygiene. Chefs/Cooks/Food Handlers are qualified and have the relevant knowledge regarding food safety and safe food handling practices.
Injury due to unsupervised access to kitchen or other working areas	D	3	Medium	Signage on doors "Staff Only" Verbal instruction given as to which areas to stay away from/out of
Unforeseen emergency	E	4	High	Evacuation Procedures signage in each room. Verbal emergency briefing given to each group upon arrival Staff trained to enact the campsite EMP

PEOPLE

Risk description. What and how can it happen	Likelihood (Refer Table 1)	Consequence (Refer Table 2)	Level of Risk (Refer Table 3)	Management. Including existing Control measures to eliminate or reduce the risk. Note: Once the risk management measures listed below are followed all risks described in column 2 will be reconsidered as having a "Low Level of Risk".
Child Protection related incident	D	4	High	Campsite has a Child Protection Policy in place & an appointed Child Protection Officer. All Volunteers and employees have completed a Working With Vulnerable People check Procedure in place for management of allegation. Staff easily identified by uniform shirts with logo.
Identification of child at risk	C	1	Low	All volunteers and staff report any suspicions or evidence of at risk children Any information that is relevant is reported in accordance with the Young Persons and Their Families Act 1997
Unauthorised disclosure of info	E	4	High	Information obtained is used only for express purpose. Access & storage of information meets Privacy Act requirements.
Incident due to inadequate special needs considerations	C	3	High	Signage identifies wheelchair access throughout site. Wheel chair access to onsite areas where possible Safety bars in disabled rooms. Ability to participate in specific activities decided after discussion with Group Leader & participant.
Injury due to other participant	C	3	High	Leader supervision required and advised Site rules displayed on adequate signage and in site booklet
Ingestion of drugs or alcohol.	D	3	Medium	All medications are to be handed in at the beginning of camp and administered by an authorised adult Medications to be stored securely The campsite is an alcohol and drug free zone
Aggravation of existing medical condition or injury	C	3	High	Information obtained identifying allergies, special needs & other health related issues. Vehicle access to all activities onsite. All Instructors hold current First Aid qualifications.
Inappropriate medical attention	D	3	Medium	First Aid kits are available on site All Instructors hold current First Aid qualifications. Instructors carry a First Aid kit onsite to all activities
Intruder on site	D	4	High	CCTV cameras recording external areas with signage to warn off intruders Staff introduced to the group and wear uniforms with Blue Lagoon logo Leaders given keys to lock dormitories at night and when not on-site.